



## Chief Court Administrator

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### Details

**Job ID : 506**

**Title :** Chief Court Administrator

**Job Code :** 0

**Salary :** \$2,185.00 (Monthly)

**Grade :** 0

**Tenured :** NO

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### Job Departments

- Family Court

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### Purpose

Providing administrative assistance to the Family Court Judges. Responsible for supervision of Court Administrator Office Staff and implementation of policies.

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### Required Qualifications

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** None

**Experience :** 1 Year of Related Experience

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### Job Required Knowledge

- Understanding the requirements of all services within Family Court

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### Job Skills/Abilities

- Computer Skills
- Excellent written and oral communication skills
- Ability to maintain professional relationships with co-workers, Court of Justice officials; staff and the public

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### Job Preferred Knowledge

- Supervisory Skills
- High degree of understanding of Family Court operations and procedures

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### Job Duties

- Supervises staff and job assignments
- Provide assistance to Family Court Judges
- Assists with recruitment selection and training of court personnel
- Acts as a liaison with public
- Make recommendations for improvement of case flow management
- Monitor case flow to assure efficient processing



## Family Court Administrator

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### Details

**Job ID : 475**

**Title :** Family Court Administrator

**Job Code :** 2601

**Salary :** \$2,259.00 (Monthly)

**Grade :** 0

**Tenured :** NO

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### Job Departments

- Family Court

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### Purpose

Responsible for providing administrative assistance to the Family Court Judges.

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### Required Qualifications

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** None

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### Job Required Knowledge

- None

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### Job Skills/Abilities

- Computer skill
- Excellent written and oral communication skill
- Ability to maintain professional relationships with co-workers, Court of Justice officials and staff, and the public

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### Job Preferred Knowledge

- Family Court operations and procedures.

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### Job Duties

- Monitor case flow to assure efficient processing
- Make recommendation for improvement of case flow management
- Compile statistical reports
- Assists with recruitment, selection and training of court personnel
- Acts as liaison with the public
- May assist with Family Court Council
- Other duties as assigned



## Family Court Case Specialist

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### Details

**Job ID : 478**

**Title :** Family Court Case Specialist

**Job Code :** 837

**Salary :** \$2,185.00 (Monthly)

**Grade :** 0

**Tenured :** NO

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### Job Departments

- Family Court

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### Purpose

Responsible for providing assistance to the court and to families who come before the court.

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### Required Qualifications

**Education :** 4 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 1 Year of Related Experience

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### Job Required Knowledge

- 4 year college degree must be in social work or other behavioral science.
- 1 year related experience must be in criminal justice, juvenile justice or social service.

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### Job Skills/Abilities

- Computer Skills
- Excellent written and oral communication skills
- Ability to maintain professional relationships with co-workers, Court of Justice officials and staff, and the public.

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### Job Preferred Knowledge

- Family Court operations and procedures.
- Knowledge of social service alternatives.

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### Job Duties

- May be the court contact for parties, other court personnel, county attorney's, defense attorneys, social service agencies, and law enforcement agencies.
- May facilitate provision of services for the court and its clients
- May monitor court orders to insure services are being provided and utilized.
- May maintain records and statistical information.
- May educate clients about the court process.
- Other duties as assigned.



## Judicial Secretary

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### Details

**Job ID : 400**

**Title :** Judicial Secretary

**Job Code :** 435

**Salary :** \$1,667.00 (Monthly)

**Grade :** 4

**Tenured :** NO

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### Job Departments

- Circuit Court
- Family Court

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### Purpose

RESPONSIBLE FOR PROVIDING GENERAL SECRETARIAL FUNCTIONS SUCH AS TYPING, FILING, STENOGRAPHY, OR TRANSCRIBING USING DICTATION EQUIPMENT.

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 1 Year of Related Experience

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### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

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### Job Duties

- TYPE CORRESPONDENCE, COURT ORDERS, REPORTS AND OTHER MATERIAL FOR THE JUDGE
- PROOFREAD DOCUMENTS FOR ACCURACY
- TAKE DICTATION IN SHORTHAND OR USE OF DICTATION EQUIPMENT AND TRANSCRIBE
- SERVE AS RECEPTIONIST
- MAY KEEP APPOINTMENT CALENDAR FOR JUDGE
- MAY DEVELOP AND MAINTAIN RECORD-KEEPING FILING SYSTEMS FOR OFFICE EFFICIENCY
- OPERATE VARIOUS OFFICE EQUIPMENT
- MAINTAIN OFFICE-FILING SYSTEM
- OTHER DUTIES AS ASSIGNED



## Law Clerk

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### Details

**Job ID : 401**

**Title :** Law Clerk

**Job Code :** 835

**Salary :** \$2,185.00 (Monthly)

**Grade :** 0

**Tenured :** NO

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### Job Departments

- Circuit Court
- Family Court

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### Purpose

RESPONSIBLE FOR PERFORMING UNDER THE DIRECT SUPERVISION OF A JUDGE AND ENGAGING IN PROFESSIONAL LEGAL WORK PERTAINING TO THE COURT'S DOCKET

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### Required Qualifications

**Education :** Graduate of Accredited Law School

**Education Substitute :** None

**Experience :** None

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### Job Required Knowledge

- MUST BE A MEMBER OF THE KY BAR ASSOCIATION OR BE TAKING EVERY REASONABLE STEP TO GAIN ADMISSION

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### Job Skills/Abilities

- EXCELLENT FORMAL WRITING SKILL
- EXCELLENT INTERPERSONAL COMMUNICATION SKILLS

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### Job Duties

- PERFORM LEGAL RESEARCH AND RECORD ANALYSIS PERTAINING TO CASES BEFORE THE COURT
- PREPARE LEGAL MEMORANDA REPORTING RESULTS OF RESEARCH
- ASSIST COURT IN EDITING AND RELEASE OF OPINIONS.
- ASSIST COURT IN PREPARING JURY INSTRUCTIONS
- ADVISE COURT AS TO CURRENT CHANGES IN THE LAW AND RECENT DECISIONS
- OTHER DUTIES AS ASSIGNED.